

# Comparisons of Job Characteristics

**Focus Occupation:** [First-Line Supervisors of Office and Administrative Support Workers \(43-1011\)](#)

**Associated Occupation:** [Payroll and Timekeeping Clerks \(43-3051\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 78

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Payroll and Timekeeping Clerks (43-3051)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	17.4	12.7	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	11.3	10.6	0	Current knowledge level may be sufficient
Economics and Accounting	4.4	8.6	9.0	0	Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 89

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Payroll and Timekeeping Clerks (43-3051)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	11.8	12.8	0	Current skill level may be sufficient
Time Management	8.9	9.1	12.5	>>	Skill level is likely more than sufficient
Mathematics	6.2	7.7	7.5	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 94

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Payroll and Timekeeping Clerks (43-3051)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	12.5	14.4	>	Current ability level is likely sufficient
Written Expression	9.8	11.2	12.3	0	Current ability level may be sufficient
Written Comprehension	11.0	10.8	12.2	>	Current ability level is likely sufficient
Speech Recognition	9.9	10.0	12.5	>	Current ability level is likely sufficient
Mathematical Reasoning	6.3	9.3	8.6	0	Current ability level may be sufficient
Number Facility	6.3	8.3	7.7	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 69

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Payroll and Timekeeping Clerks (43-3051)**

Work Activities	Exclusivity of Activity
Maintain records, reports, or files	5
Prepare reports	8
Prepare tax reports	80

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 85

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Payroll and Timekeeping Clerks (43-3051)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.